`DATA MANAGER

Permanent, 37 hours per week, term time + 3 weeks (42 weeks per year – one week to be worked in Exam Results week during August)

Grade: D £21,403 - £24,055 (FTE) £19,592 - £20,004 (actual salary) per annum depending on experience

REQUIRED - 1 January 2021
Hours of Work: 7:30am – 3:30pm

A vacancy has arisen within the college for a Data Manager.

We are looking to appoint a motivated, enthusiastic and highly organised administrator to be responsible for all technical aspects of the college's (SIMS) database. The successful candidate will be an excellent communicator with high levels of interpersonal skills and experience of managing large databases. You will thrive on working as part of a committed team as well as being able to work independently and be committed to further developing yourself and others in this pivotal role.

We would love to hear from you if you:

- have outstanding previous experience of SIMS
- are adept at managing large data sets in excel (including using formula, pivot tables etc.)
- are organised and work well under pressure
- have good verbal and communication skills
- are a supportive, proactive team player
- are flexible in your approach to working
- are committed to helping all students achieve their maximum potential

The Henry Cort Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check.

Application forms and supporting documentation can be found on the college website www.henry-cort.hants.sch.uk under the Opportunities tab. We reserve the right to close the advert early should a suitable candidate be found.

Please send completed applications and covering letters to:
recruitment@henrycort.org

Closing date for applications: Noon, Monday 30 November 2020
Interview date: TBC

ASPIRE
ACHIEVEMENT * **S**UPPORT * **P**ERSEVERANCE * **I**NDIVIDUALITY * **R**ESPECT * **E**XCELLENCE